

Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY for COURT RESEARCH ATTORNEY II

THE POSITION:

The Superior Court of California, County of Sacramento, is now accepting applications for Court Research Attorney II. The Court is recruiting for an attorney with outstanding research, writing, and oral communication skills to work in the Legal Research Unit. The incumbent will provide assistance to the judges and the administration of the Sacramento Superior Court. Additionally, the incumbent may be assigned to serve as a hearing officer in mental health certification review hearings.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

SALARY: **\$2,579.20 - \$2,843.20 bi-weekly** (plus a 3.35% differential)
 \$5,610.00 - \$6,184.00 monthly (plus a 3.35% differential)

LAST DAY TO APPLY: **Friday, June 25, 2004 at 5:00 p.m.**

ESSENTIAL DUTIES:

Examples of duties performed by the Court Research Attorney II include but are not limited to:

- Performs legal research and drafts legal opinions for judicial officers and executive staff.
- Responds within short time frames to judges' queries on procedural and substantive issues.
- Prepares draft rulings in court cases, including minute orders, formal orders, tentative decisions, statements of decision and judgments.
- Orally briefs judges on research and analysis pertaining to court cases.
- Serves as hearing officer for certification review hearings under the Lanterman-Petris-Short Act.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited school of law.

-AND-

Experience: At least two (2) years of experience in civil and/or criminal law practice, including performing legal research and developing legal opinions. Public law experience is highly desirable.

-AND-

Active membership in the California State Bar.

Knowledge of:

Principles, practices, and methods of legal research and analysis; Government Code and other California statutes related to court processes and Rules of Court; principles of civil, criminal, constitutional, and administrative law; legal terms, procedures, forms, and documents used in court cases.

Ability to:

Use traditional and computerized legal research methods; research, analyze, and apply legal principles, facts, and precedents to specific legal problems; analyze and appraise a variety of legal documents; research legal issues and present clear and logical arguments and statements of fact and law; establish and maintain cooperative working relationships with those contacted during the course of work; communicate effectively orally and in writing.

DESIRABLE QUALIFICATION:

At least five (5) years experience as an attorney.

SELECTION PROCEDURE:

The selection procedure is subject to change.

1. Applicants must submit a completed **court application form** and **resume** by **Friday, June 25, 2004 at 5:00 p.m.** Applications can be submitted online at www.saccourt.com or in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814. **Postmarks will not be accepted.**
2. A screening panel will review applications and resumes to select the best-qualified candidates.
3. The best-qualified candidates will be invited to an interview process.

SELECTION PROCEDURE FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet the following requirements:

- ◆ Be a regular Court employee.
- ◆ Meet the minimum qualifications for the classification as referenced in this job announcement.
- ◆ Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.
- ◆ Have been working in your current classification and unit for at least six (6) months.

If you are interested and qualify to transfer into this Court Research Attorney II position, you must submit a completed **court application form** and **resume** to the Human Resources Office by **5:00 p.m. on Friday, June 25, 2004.**

Eligible transfer applicants will be considered by the hiring Manager/Supervisor. Submission of an application does not guarantee an interview.

TO APPLY FOR TRANSFER: Employees who are eligible must submit a completed **court application form** and **resume** by **5:00 p.m. on Friday, June 25, 2004.** Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814. **Postmarks and late applications sent via inter-office mail or fax will not be accepted.**

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager/Supervisor.

The hiring Manager/Supervisor will contact applicants regarding the status of their applications.

The Court will provide reasonable accommodations to disabled candidates in the selection process. If you have need for accommodation, please notify the Court's Human Resources Office at least two working days prior to the scheduled interview or exam date by calling extension (916) 874-7828.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the County of Sacramento, Department of Personnel Management, Employee Relations Section or from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn 10 days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen $\frac{1}{2}$ (13 $\frac{1}{2}$) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to 15 days per year.

Parental Leave: Employees with at least one year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The County either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the County.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the County. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.